

**Michigan Department of Health and Human Services
Policy and Planning Office
Position Description**

Title: Student Intern
Hours: 10-20 hours per week; flexible hours
Location: Remote with possibility of travel to community events
Application Process: Send resume and cover letter to MDHHS-SDOH-PolicyandPlanning@michigan.gov

Purpose: The Internship Program at Michigan Department of Health and Human Services (MDHHS) is designed to enhance the skills and abilities of young professionals as well as to identify and attract future talent for our organization. Interns will gain practical hands-on work experience as well as a solid understanding of Public Policy/Public Health. Our program is an excellent way for interns to get a good start on their careers by working on meaningful projects, learning valuable skills, and networking with employees throughout our organization, which could potentially allow interns to build a future career at MDHHS.

Position Overview: This internship will support priority policy projects, particularly related to social determinants of health (SDoH), and public health connections to building sustainable and equitable infrastructural resources and assets that enhance environmental and public health protections. The internship objectives are to (1) become familiar with current MDHHS practice-tested and evidence-based programs that support upstream prevention to build healthy communities as we continue to engage and align efforts to develop and implement an overarching Social Determinants of Health (SDoH) Strategy. (2) Contribute to development of The Social Determinants of Health Strategy which seeks to improve the health and social outcomes of all Michigan residents while working to achieve health equity by eliminating disparities and barriers to social and economic opportunity. (3) Broaden understanding of how state/federal legislative/regulatory process, from concept to enacted policy to implementation in practice.

Our purpose at MDHHS is to transform the health of the community, one person at a time. You could be the one who changes everything as a Public Policy & Social Determinants of Health (SDOH) Intern. We're looking for an individual who is excited to join our Public Policy team in executing departmental strategies through the form of building standardized processes and rolling out new initiatives. This internship is 100% remote.

Please review our SDOH Strategy to learn more about our specific initiatives:
www.Michigan.gov/SDOH

Duties and Responsibilities:

- Conduct research, tracking search tracking key areas of focus, summarizing information, and producing proposal ideas/solutions as necessary
- Assist with building and deploying internal and external communication initiatives as necessary
- Attend training and development presentations to enhance professional competencies
- Assist in preparing information and research materials to identify internal gaps, offer recommendations.
- Support leaders on projects designed to enhance the overall efficiency and effectiveness of the organization.
- Analyze program goals, objectives, and needs within the organization.
- Engage in volunteer activities/community outreach to build knowledge of our communities and customers.

Qualifications

- Current undergraduate or graduate student with a 3.0 GPA or higher preferred.
- Interns must be enrolled or recent graduate (graduated within 6 months) in a four-year college/university or a Master's/PhD program for the duration of the internship.
- Effective verbal, written communication, and interpersonal skills.
- Strong analytical skills with the ability to work independently and as a member of a team.
- Excellent organizational skills to deal with multiple projects and priorities.
- Responsible for maintaining confidential information to the highest degree.
- Proficient in Microsoft Office suites and applicable MDHHS systems.
- Ability to develop and maintain effective working relationships.

All qualified applicants will receive consideration for employment without regard to, among other grounds, race, color, religion, sex, national origin, sexual orientation, age, gender identity, protected veteran status or status as an individual with a disability.

Work Environment and Physical Requirements: Position will be fully remote; there may be opportunities to participate in in-person community events (mileage will be reimbursed).